

26 October 1977

MEMORANDUM FOR: Anthony Lapnam, General Counsel

FROM :
Administrative Officer, DCI

STAT

SUBJECT : Delinquent Fitness Reports

1. The Office of Personnel has raised with me the problem of delinquent fitness reports due on employees serving in the DCI Area. The attached list reflects those individuals for whom fitness reports are overdue as of 30 September 1977. In some cases the delinquency goes back to last year and beyond.

2. I am reminded that the Acting DDCI has little sympathy for failure to prepare fitness reports promptly; he feels that employees are entitled to know where they stand. Therefore, in order to avoid the possibility of the Director of Personnel furnishing a listing of delinquent fitness reports to the Acting Deputy Director, it is requested that whatever action possible be taken to bring fitness reports up to date as soon as possible.

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Attachment
as stated

*orig. addressed
1 - RB - Chao*

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